



STATE OF LOUISIANA
SECRETARY OF STATE
DIVISION OF ARCHIVES, RECORDS MANAGEMENT, AND HISTORY
BATON ROUGE, LOUISIANA

RECORDS OFFICER DESIGNATION FORM
SS ARC 940 (R 11/10)

TO: Records Management Section
Division of Archives Records Management and History
P.O. Box 94125, Capitol Station
Baton Rouge, LA 70804-9125

For Archives Use Only

Date Received: _____

Updated: _____

Updated by: _____

Instructions: In compliance with LAS-R.S. 44:411, on or before July 1 of each state fiscal year, the chief executive officer of each agency shall designate a records officer to act as liaison between the Division of Archives, Records Management and History and the agency on all matters related to records management and communicate that designation by completing this form, in its entirety and submit it to the State Archives.

PLEASE PRINT CLEARLY ALL INFORMATION REQUESTED BELOW.

1. Agency: _____

2. Designee: _____

3. Title: _____

4. Mailing Address: _____

5. E-mail Address: _____@_____

6. Phone Number: (_____) _____ - _____

7. Fax Number: (_____) _____ - _____

As Chief Executive Officer of the agency listed above, I hereby designate the person listed above for the State Fiscal Year beginning July 1, 20____ and ending June 30, 20____. In the event that our designee changes during the year indicated above, we will notify your office of the change and our new designee within thirty days of any such change.

Signed: _____

Title: _____ Date: _____